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28 SEP 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:


Director of Information Services

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SUBJECT: OIS Weekly Report (21-27 September 1983)


Office of the Director

The Director of Information Services has initiated meetings with records management officers and registry supervisors. The first, with DA personnel, was held on 28 September and covered policies related to PARs, general career service plans, and training. Similar meetings will be held with DCI, DS&T, and DI personnel during future weeks.

The Chief, Customer Services Staff, Office of Data Processing, provided a briefing on 27 September in the OIS Conference Room on the Automated Information Management (AIM) system to the Director and Deputy Director of Information Services and other OIS personnel. The meeting, requested by Chief, Information Technology Branch/RMD, was intended to provide background information on the capabilities of AIM and an opportunity to discuss future plans for its utilization.

Classification Review Division

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A DO annuitant, working on an extended FOIA damage assessment program, was briefed on the Released Information Management System (RIMS) and its possibility for utilization in the area of counterintelligence. Before RIMS could be fully utilized in this regard, it was pointed out that additional effort will be required to build up the data base.

CRD reviewed five documents (17 pages) for DOD, five mandatory review documents (170 pages), 27 Summaries of Agency Employment (32 pages), two OSS documents (five pages), one manuscript (77 pages) for PRB clearance, and one (90 pages) for PRB on damage assessment.

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Records Management Division

In a meeting with New Building Project Office (NBPO) personnel, RMD learned that space allocations would not be completed until June 1984. As a result, a memorandum discussing registry space requirements and the reasons justifying such allocations was sent to Chief, NBPO.

RMD personnel completed the audit of the Top Secret collateral documents held by the DO. It required 45 man-hours to complete and involved a review of 2,400 randomly selected documents out of a total DO inventory of 12,000. A small number of documents were not located and DO is continuing its search to find the unaccounted-for records.

A draft of the TRIS System Development Plan has been completed by RMD and, with minor modifications, is being proposed as the first baseline document for the TRIS project.

Two members of RMD attended a meeting of the DS&T RMOs. The meeting provided the opportunity to discuss items of common concern to the DS&T personnel and for the Chief, RMD to bring them up-to-date on recent developments in OIS.

Agency Archives and Records Center personnel made 22 additions, 62 changes, and 15 deletions to RAMS; keyed 4,850 entries into ARCINS; serviced 2,698 requests for records; stripped 4,000 orange applicant folders for the Office of Personnel; and destroyed 120 cubic feet of material.

Regulations Control Division

RCD currently is processing a total of 122 jobs which includes 17 new proposals, nine issuances under coordination, 13 issuances forwarded for approval, 21 issuances prepared for publication by P&PD, eight issuances published, and one issuance cancelled. Items of interest included the redraft of a notice reminding employees of the restrictions on participation with official travel in the airlines promotional programs and the publication of a bulletin announcing an increase in premiums for the Association Benefit Plan.

Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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OIS/EX0/ (28 Sep 83)

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